

## Family Assessment Response Case Review Checklist

County/Worker:			Family Case Name/Number:		
Reviewer:			Date of Review:		
<b>I. PROCEDURES FOR FAMILY ASSESSMENT RESPONSE</b>					
N/A	Yes	No	Description and Reference		
			1. The initial report has the time and date received and includes sufficient information to warrant an assessment. Minnesota Statutes, section 626.556, subdivision 2 and 7.		
			2. Law enforcement was notified immediately, not to exceed 24 hours, orally and in writing. Minnesota Statutes, section 626.556, subdivision 3(a).		
			3. The agency screened the accepted report appropriately to determine whether to conduct a family assessment or an investigation as appropriate based on established screening criteria. Minnesota Statutes, section 626.556, subdivision 10 (a).		
			4. If requested, the agency informed the reporter within ten days after the report was made, either orally or in writing, whether the report was accepted for family assessment or investigation. Minnesota Statutes, section 626.556, subdivision 7.		
			5. The agency notifies law enforcement, if involved, when determining that a complete investigation is not required and changing from an investigative response to a family assessment response. The agency also documents the reason for terminating the investigation. Minnesota Statutes, section 626.556, subdivision 10 (a) (4).		
			6. Have face-to-face contact with the child reported to be maltreated and with the child's primary caregiver sufficient to complete a safety assessment and ensure the immediate safety of the child within 5 calendar days from the date the report is accepted for a child protection response. If the alleged offender was not already interviewed as the primary caregiver, the local welfare agency shall also conduct a face-to-face interview with the alleged offender in the early stages of the assessment. Minnesota Statutes, section 626.556, subdivision 10 (i).		
			7. The agency shall gather information on the existence of substance abuse and domestic violence and offer services. When domestic violence is present, interview the adult victim first and separately. Create a safety plan with the adult victim and balance safety and risk with the strengths and protective capacity of the adult victim. Minnesota Statutes, section 626.556, subdivision 10 (4) and 10 (a) (4).		
			8. As the preferred practice the parent or guardian's permission to interview the child has been sought prior to conducting the child interview, unless doing so would compromise the safety assessment. Minnesota Statutes, section 626.556 subdivision 10 (c).		
			9. The agency shall collect available and relevant information to determine child safety, risk of subsequent child maltreatment, and family strengths and needs. The following assessment tools are documented and completed in the family assessment response case: SDM Safety Assessment, Risk Assessment, and Strengths/Needs Assessment. Minnesota Statutes, section 626.556, subdivision (h).		
			10. If the child is of Indian Heritage and agency involvement is expected to last more than 30 days or if the child is placed, the tribe has been notified. See ICWA checklist. Public Law 608 and Minnesota Statutes, section 260.751 through 260.805.		
			11. There is documentation that persons age ten or over were informed of their data privacy rights. Minnesota Rules, part 9560.0216, subpart 7; Minnesota Statutes, section 626.556, subdivision 11.		
			12. The assessment takes into account accepted child-rearing practices of the culture in which a child participates, which are not injurious to the child's health, welfare, and safety. Minnesota Statutes, section 626.556, subdivision 2 (o).		

			13. The assessment is completed within 45 calendar days of receipt of the report. The safety, risks, and strengths/needs tools and outcome assessment letters sent to parents/mandated reporter are completed to conclude the assessment. Minnesota Statutes, section 626.556, subdivision 10e (a).
			15. At the conclusion of the family assessment, the parent or guardian is notified of the need for services to address the safety of the child and other family members and the risk of subsequent maltreatment. The agency and the family may also jointly agree that family support and family preservation services are needed. Minnesota Statutes, section 626.556, subdivision 10e (b) and 10f.

II. FAMILY ASSESSMENT RESPONSE SERVICES – Was this family opened for services? YES ____ NO ____			
N/A	Yes	No	Description & Reference
			1. A Family Assessment written service plan is completed within 30 calendar days of the decision that child protective services are needed or upon joint agreement of the local welfare agency and the family that family support and preservation services are needed. Minnesota Statutes, 626.556 subdivision 10m.
			2. The service plan should identify family needs that relate to child safety and family well-being; child safety concerns; family strengths, resources and supports that can contribute to child safety; child safety and family well-being goals; services and tasks that will assist in achieving the identified goals; and the date on which the plan will be reviewed. The service plan is signed and dated by the parent. Parent and agency worker jointly developed the plan.
			3. The service plan is reviewed every 180 days or earlier if requested by the family, and consultation with the service providers takes place.
			4. There is an allegation record and a completed family assessment or investigation as to every additional accepted report of child maltreatment regarding the family during the time the family was open for services. Minnesota Rules 9560.0216.
			5. There is an assessment of risk via SDM risk re-assessment when the agency considers terminating child protective services.
			6. When a family assessment service case is closed that has been open for services, the agency has documented the outcome of the family assessment, including a description of services provided and the removal or reduction of risk to the child, if it existed. A re-assessment of risk is completed. Minnesota Statutes, 626.556, subdivision 10l.

\* Statutory references indicate a required practice.

\* The purpose of this checklist is for internal case review by county/tribal supervisors and/or social workers.

**Brief Case Summary:**

**Provide a brief comment if an item was rated “no”.**

**Assessment**

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**Services**

- 1.
- 2.
- 3.
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- 5.
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- 7.

**Case Strengths**